




**STATE OF TENNESSEE
DEPARTMENT OF FINANCE AND ADMINISTRATION
DIVISION OF MENTAL RETARDATION SERVICES
ANDREW JACKSON BUILDING
500 DEADERICK STREET, SUITE 1500
NASHVILLE, TENNESSEE 37243**

MEMORANDUM

TO: All DMRS Employees

FROM: Stephen H. Norris, Commissioner 

DATE: May 10, 2007

SUBJECT: Responsibility of all Employees to Report Fraud, Waste, or Abuse of Funds and Property

Based on recent conversations with our state auditors, I would like to bring your attention to a most important issue. We as employees of the State of Tennessee have an obligation to the citizens to ensure that state and federal funds are used legally, wisely, and for approved programs.

Therefore, all employees have a responsibility to report any instances they observe dealing with illegal, improper or wasteful use of state resources. The incidents should be reported directly to Lee Vestal, DMRS Director of Internal Director at Lee.Vestal@state.tn.us In addition, or in lieu of notifying Lee, the Comptroller's Hotline may be utilized as described below.

Let me assure each of you that I take matters of fraud, waste, or abuse of funds and property very seriously. Never be afraid to report suspected cases of these. You will be ensuring that the DMRS does its part in protecting the state's resources.

All supervisors should ensure a copy of this memo is distributed to their *current staff* who do not have an email account, as well as provided to all *new employees* during their orientation.

Fraud Waste and Abuse Hotline

Since October 1983, the Department of Audit has provided a toll-free hotline for reporting fraud, waste, and abuse of government funds and property. Periodicals throughout Tennessee publish information to alert citizens to the hotline and to encourage them to report wasteful, inefficient, or fraudulent activities. In addition, as of July 1985, agencies receiving community grant funds are required to display in a prominent place signs calling attention to the hotline.

Calls to the hotline have concerned allegations of abuse or fraud and requests for assistance or information. The substantive calls, relating to abuse or fraud, concerned a wide range of entities, including municipalities, counties, and state agencies and departments.

If You Observe An Agency Director Or Employee Engaging In Any Activity Which You Consider To Be Illegal, Improper, Or Wasteful, Please Call The State Comptroller's Toll-Free Hotline.

1-800-232-5454